

# Your Housing Newsletter

*Special Edition  
September 2006  
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Claim For Storm Damage  
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*Hours of Operation:  
Mon-Fri ⇄ 0830-1630*

*Directorate of Public Works  
Housing Division Bldg 28  
318 Cornog Lane  
Fort Monroe, Virginia 23651*

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## HURRICANE & TROPICAL STORM INFORMATION



To provide all AFH residents vital hurricane and tropical storm information, a Resident Town Hall Meeting was held on 06 September 2006, 06:00 PM at the Post Theater.

The Garrison Commander and staff have discussed:

- Damage Claims
- Clean-Up
- Preparation
- Communication

### PROCEDURES TO FILE A CLAIM FOR STORM DAMAGE

You can file a claim for damaged/destroyed personal property items (including vehicles) **ONLY** if these items were **located on post** during the hurricane/tropical storm; however, before filing the claim, you will have to contact your private insurance.

For items damaged/destroyed located in your basement, you will have to **provide an explanation statement** to justify why these items were placed in the basement instead of other living spaces or the attic. Remember that during the assignment to your Quarters, you have signed acknowledging that "Fort Monroe is a Flooded Area. Do not place personal property or valuable in basements." For damaged/destroyed washers, dryers and lawnmowers you do not need a justification.

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**PROCEDURES TO FILE  
A CLAIM FOR STORM DAMAGE**

Before filing a claim, you need to make an effort in trying to **mitigate your damages** – ex. a wet rug needs to be washed and dried before assessing the extent of the damage. Remember not to dispose of the damaged/destroyed items – it is up to the JAG officer to decide if replacement or repair is needed. Also remember to take photos of the items – pre hurricane/storm photos are also important in assessing the present damages...

You can file a claim for spoiled food if the power was out for **more than 4 hours**.

For damaged/destroyed items valued **up to \$100.00**, no proof of ownership is needed. For items valued **more than \$100.00**, proof of ownership is necessary, such as sale receipts – and those pre hurricane/storm photos can be very helpful in this case!

The time frame for filing your claim is **2 years**.

The time line to process your claim is about 1 week for the Post Legal Office and 15-25 working days for the Finance Office.

Forms required are DD 1842, Claim For Loss of or Damage to Personal Property

Incident to Service (online link: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1842.pdf>) and DD Form 1844, List of Property and Claims Analysis Chart (online link: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1844.pdf>).

For more information on how to file your claim, please call the Post Legal Office at 788-2158.

**CLEAN-UP**

**Storm Damage Refuse Pick-Up**

It will take place on:

Friday afternoon, 08 September

Monday morning, 11 September

Please place items at the curb.

Do not mix recyclables items/hazard with garbage.

Please see the Environmental Reminders – Waste & Recycling – on page 3 for more details.

**Basement Assessments**

All basements that experienced flooding during the storm will be assessed.

Please remove all belongings from the basement to allow DPW to assess and determine if further action is required. If you cannot get all belongings out, move them away from the walls.

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**CLEAN-UP**

**Work Order Prioritization**

- 1) Restore power
- 2) Ensure plumbing & water heaters work
- 3) Clean up mold
- 4) Repair HVAC systems
- 5) Other repairs such as walls and floors

**Environmental Reminders**  
**- Waste & Recycling -**

After a large storm event that causes flooding on Post, many residents have to dispose of a wide range of items from their homes. Below are some guidelines to use when cleaning up after a storm. Environmental laws and regulations should not be disregarded even in the wake of a large storm event.

**No Hazardous Waste or Hazardous Materials!**

Batteries, chemicals, fluorescent light bulbs, used oil, grease, gasoline, antifreeze, paints, pesticides or solvents may not be placed in Post dumpsters or residential trashcans under any circumstances.

**How then can I dispose of these materials?**

Take fluorescent light bulbs to the Self-Help store for proper disposal. Alkaline batteries (A, AA, AAA, C, D, etc.) may be disposed of in Post dumpsters or residential dumpsters. Take all other battery types (lithium ion, ni-cad, etc.) to the Recycling Center, Bldg.81, or take them to authorized recycler off Post. As a rule of thumb - if the battery can be recharged, it should be recycled.

DPW will have a receptacle for hazardous materials, including water contaminated gasoline at the Self Help Store. See the store manager and he will help you dispose of these materials.

If you have any questions about the disposal of Hazardous materials, please call 788-5364.

**No Recyclables!**

Aluminum cans, cardboard, magazines, newspaper, scrap metal, toner cartridges, telephone books, or white paper are not to be disposed of in Post dumpsters or residential trashcans.

**What should I do with these then?**

These items are recyclable. If they have gotten wet in the storm, allow them to dry off and then properly recycle them. Residents can recycle these items by using their residential recycling totes or the Recycling Center, Bldg 81.

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**No Computers or other electronic goods  
like TVs!**

Computers and other electronic goods should not be put into trashcans. These items have a host of pollutants inside them including heavy metals such as lead and copper.

**What should I do with these then?**

Place electronic items to the side and we will pick them up separately.

For more information or instruction, please contact the Environmental Division at 788- 2444



**BE ALWAYS PREPARED!**

***THE HOUSING STAFF  
WE ARE HERE FOR YOU!***

***CHIEF OF HOUSING***

**☎: 788-6105**

***HOUSING INSPECTOR***

**☎: 788-4338**

***HOUSING REFERRAL/  
MANAGEMENT ASSISTANT***

**☎: 788-2129**

***HOUSING ASSIGNMENT/  
MANAGEMENT ASSISTANT***

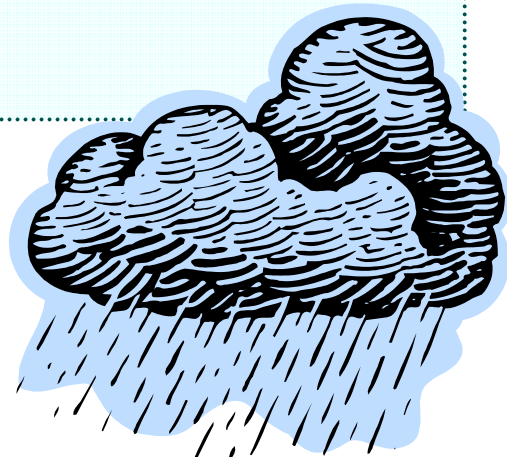
**☎: 788-2127**

***HOUSING MANAGEMENT  
SPECIALIST***

**☎: 788-4150**

***FAX NO. 788-2104***

***EMAIL:  
monroe.housing@us.army.mil***



## **STORM PREPARATION**

### **Before Hurricane Procedures**

Prepare individual family hurricane plan.

Take measures to protect quarters and personal property.

Prepare for potential electric power disruption.

Maintain emergency supply of food, water, hygiene items, and medicine.

Identify public shelters (CAC and Ft Lee).

If present and physically capable, assist in sandbagging of quarters.

Make arrangements for care of pets.

On-order, implement individual and family evacuation plan.

### **During Hurricane Procedures**

Shelter in place (remain in quarters).

Relocate to designated shelters.

### **After Hurricane Procedures**

If evacuated, return to Ft Monroe only when instructed to do so.

Maintain contact with Ft Monroe authorities.

Assess damage to quarters and personal property.

Check the Fort Monroe Website for updates.

## **Storm Threat Information Dissemination**

Following are the different means where you can find out the latest Post issued updates:

**Fort Monroe Command Channel (Ch 47)**

**Cox Cable Override**

**Public Announcements on Local TV/Radio**

**“Communicator”** – is an automated phone messaging system. To ensure you will receive important Post issued messages, especially in case of an emergency, contact the Housing Office to update your contact information.

## **Self-Help Store Hours of Operations**

**Effective 1 July 2006**

Sunday	Closed	Under the new contract the Self-Help personnel will not be allowed to carry or load loaned equipment into your privately owned vehicle. If you have any questions or need clarification on which items are considered self-help, please give us a call at the DPW Family Housing (788-4338) or the Self-Help Store at 788-2563
Monday	Closed	
Tuesday	0830 - 1300	
Wednesday	0830 - 1700	
Thursday	0830 - 1700	
Friday	0830 - 1700	
Saturday	0830 - 1200	

## NOTES:

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### IMPORTANT PHONE NOS.:

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